



Policy: 4661
Procedure: 4661.06
Chapter: Community Services
Rule: Census Reports from ADJC
Contract Service Providers

Effective: 10/17/06
Replaces: 4661.07
Dated: 06/28/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall collect movement and attendance data from contract service providers on a daily basis and census data on a weekly basis. The information shall provide ADJC with an accurate accounting of all juveniles who are receiving placement, out-of home, day support, and outreach, and tracking services.

Rules:

1. **ALL PROVIDERS** shall fax juvenile census, attendance, and juvenile movement reports to ADJC Community Services Division utilizing the forms provided by the Department. **COMMUNITY SERVICES DIVISION** shall not accept information by telephone.
 - a. **Weekly Juvenile Census Report:**
 - i. Ensure the [4661.06A](#) Juvenile Census Report form contains the name of each juvenile in the provider's program as of 11:59 p.m. Sunday. Data included in the report form are:
 - (1) Provider's name and date;
 - (2) Name of employee completing form;
 - (3) Juvenile's name, juvenile's K number, and the site location of the juvenile.
 - ii. **EACH PROVIDER** who has ADJC juveniles in their program shall fax the Juvenile Census report every Monday morning by 10:00 a.m. to Community Services Division fax number 602.542.4108.
 - b. **Daily Juvenile Movement Report:**
 - i. Ensure the [4661.06B](#) Daily Juvenile Movement Report form **reporting the previous day's movement** contains the name of each juvenile who has entered or exited the provider's program on a specific day. The report shall be faxed **daily** by 10 a.m to ADJC Community Services Division. Data included in the report form are:
 - (1) Provider's name date;
 - (2) Contact person's name;
 - (3) Name of employee completing the form;
 - (4) Juvenile's name and K number;
 - (5) Arrival and/or departure information;
 - (6) Information including date, time, and site.
 - ii. Complete a Daily Juvenile Movement Report regardless of whether there is juvenile movement or not. If there is **no** movement, write "no movement" in the report.
 - c. **Day Treatment Daily Attendance Report:**
 - i. Ensure the [4661.06C](#) Day Treatment Daily Attendance Report form contains the name and K number of each juvenile who is currently enrolled in the provider's day treatment program;
 - ii. Fax the Attendance Report **daily** by 10 a.m. to the Community Services Division;
 - iii. Note whether or not the juvenile was in attendance that day;
 - iv. Immediately fax the report to appropriate parole offices so that Parole Officer/Case Managers are aware of the day's treatment attendance of the juveniles on their case load. Data included in the report form are:
 - (1) Provider's name, date;
 - (2) Name of employee completing the form;
 - (3) Juvenile's name and K number, whether or not the juvenile is in attendance, reason for not attending, and any appropriate comments regarding the juvenile's attendance.
 - (4) Report forms for attendance on Saturday may be faxed by 10 a.m on Monday to the Community Services Division.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: